

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

LAND SURVEYOR SECTION

INSTRUCTION PACKET FOR LAND SURVEYOR CREDENTIAL

Enclosed are the forms for applying for registration and a copy of the Wisconsin Statutes and Administrative Code relating to Land Surveyor registration. This is not the application if you want to apply for the examination. To obtain the exam application contact CPS Human Resource Services at 1-916-263-3644 or at www.cps.ca.gov.

FILING AN APPLICATION - All applicants for credential (licensure) as a Land Surveyor must complete an "Application for Land Surveyor Credential (Form #461). It is preferred that you type or print all information when completing the "Application for Land Surveyor Credential" (Form #461).

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

FEES - Please include a check or money order made payable to the Department of Regulation and Licensing for \$53.00 for the initial credential fee. The fee for applicants applying by comity is \$77.00.

EXAMINATION REQUIRED FOR LAND SURVEYOR APPLICANTS - All applicants applying by comity are required to pass the written Wisconsin state jurisdictional examination. The exam is offered in April and October of each year. The Department of Regulation and Licensing has contracted with CPS Human Resource Services to administer the examination. There is a 60-day filing deadline for applying for the examination. Please contact CPS Human Resource Services at 1-916-263-3644 to apply for the exam, or you may register online at www.cps.ca.gov. Please notify the Land Surveyor Section upon successful completion of the examination.

FOR APPLICANTS HOLDING AN UNEXPIRED REGISTRATION FROM ANOTHER STATE (COMITY) -

1. **Certificate of Registration:** An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the NCEES land surveying examination. Applicants may apply using NCEES Council Record or by direct application.
2. **If applying by NCEES Council Record:** Request NCEES to forward your Council Record to the department. Complete the Application for Land Surveyor Credential (Form #461) and submit it with the application fee to the department. Indicate on the application that you are requesting NCEES to forward your Council Record to the department.
3. **If applying by direct application:** Complete the Application for Land Surveyor Credential (Form #461), Verification of Examination or Licensure (Form #475) from each state you hold a current license, experience record (Form #463); five Professional Land Surveyor Applicant Appraisal Forms (Form #474) from five registered (licensed) professional land surveyors and the application fee. Family members can act as supplemental references in support of an application but not as one of the five required responses.
4. **Temporary permit:** A temporary permit is available to all applicants under the comity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for credential. An applicant desiring a permit must include a letter specifically requesting the permit which includes a description of the project (location, approximate size and cost), a copy of their registration card from the original state of registration and a \$77.00 temporary permit fee. The Application for Land Surveyor Credential (Form #461), credential fee and temporary permit fee must accompany the request for temporary permit. The temporary permit is optional and is not a requirement for licensure. The temporary permit is valid only until the date of the next scheduled examination.

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DIRECT APPLICATION - Submit all of the following with your "Application for Land Surveyor Credential" (Form #461) and fee:

EDUCATION - Official transcripts showing courses taken and degrees received are required. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Unofficial copies of transcripts are not acceptable. Transcripts must be forwarded directly by the college to you. You must send the transcript to the Land Surveyor Section with the application.

VERIFICATION OF EXAMINATION SCORES - If you completed parts of the land surveyor examination in another state or hold a license from another state, you must contact the registration agency in that state and request that they provide official verification of the scores and/or licensure directly to this office. A "Verification of Examination or Registration" (Form #475) can be used for your convenience. We suggest that you furnish a pre-addressed, stamped envelope.

EXPERIENCE RECORD - Provide a complete chronological listing of your background beginning with your education. When completing the "Experience Record" (Form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Indicate when employment is full time vs. part time. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Please type or print all information.

EXPERIENCE QUESTIONNAIRES - Applicants for registration as a land surveyor under the provisions of secs. 443.06(2)(am), (bm), (cm) or (em), Stats. are required to complete and return the "Land Surveying Questionnaire" (Form #931).

REFERENCES - Provide replies from 5 references having personal knowledge of your experience using the enclosed "Land Surveyor Applicant Appraisal Form" (Form #474). It is required that 3 references be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the five required responses. Type or print your name in the box on each form prior to distribution. Each reference should complete Form #474 and return it to you so that you can submit all 5 references with your application.

REVIEW DATES - Applications will be presented to the Land Surveyor Section for evaluation when all required documents are received. Comity applicants are not presented to the Land Surveyor Section for evaluation.

Review Dates

February 22, 2006

July 26, 2006

Deadline Dates for Receipt of All Documents

February 8, 2006

July 12, 2006

NOTE: These are tentative meeting dates and are subject to change.

WISCONSIN STATUTES AND ADMINISTRATIVE CODE

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of real estate is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

Additional statutes govern the practice of land surveying. The State of Wisconsin sells a complete set of all laws governing the citizens of the State of Wisconsin. Direct your inquiries to: State of Wisconsin, Department of Administration, Document Sales, PO Box 7840, Madison WI 53707 or phone (608) 266-3358.

A booklet entitled "Wisconsin Laws Relating to the Practice of Land Surveying" has been compiled by the Wisconsin Society of Land Surveyors. It contains the Wisconsin laws which are most often encountered in the practice of land surveying in Wisconsin. Contact the Society at 2935 Coventry Lane, Waukesha WI 53188, for information on purchasing the publication.